

PUTNAM PUBLIC SCHOOLS

School District Profile

School District:	Putnam Public Schools	Grades:	K-12	Enrollment:	1,258
Number of Schools:	3	Education Reference Group (ERG):	H		
Team Leader:	Margo Marvin Superintendent	Phone:	(860) 963-6900	E-mail:	marvinm@putnam.k12.ct.us
Address:	Putnam Public Schools 126 Church Street Putnam, CT 06260	Website:	http://www.putnam.k12.ct.us		

School Health Team in Place before Pilot Project: Yes

School Health Team Members:

Superintendent, school board member, school principal, school nurse, school food service, parent representative, physical education teacher, family and consumer sciences teacher, special education teacher, community group representative and Family Resource Center staff

Other People Who Should Have Been Included on the School Health Team:

High school student council representative, after-school and summer program representative and health teacher

Policy Adoption:

The draft policy is currently being revised and will be presented to the board for adoption during the 2005-2006 school year.

Number of Times School Health Team Met: 12 **Length of Each Meeting:** 1 hour

Continuation of School Health Team after Pilot Completion:

The School Health Team will continue to meet monthly to finalize the policy and plan additional implementation activities.

Process for Identifying and Prioritizing Program Improvement Needs:

We used the *School Health Index*.

Steps Used for Policy Development and Adoption:

1. Identified areas for improvement using the *School Health Index*.
2. Reviewed sample policy language using existing resources.
3. Drafted policy language.
4. Reviewed and revised draft policy language with committee input.
5. Submitted draft policy to superintendent and district administrative team for review and input.
6. Revised draft based on input from superintendent and administrative team.
7. Provided revised draft to board attorney for review.
8. Submitted draft policy to board policy subcommittee. The policy subcommittee will review the revised policy during the 2005-2006 school year, and submit to board for approval.

PUTNAM PUBLIC SCHOOLS

Challenges to the Policy Development Process:

- Irregular attendance at School Health Team meetings.
- Involving all appropriate staff members in the policy development process.

Successes with the Policy Development Process:

- Changes in cafeteria menu.
- Conducted Putnam Family Resource Center activities centered around 5 A Day.
- Changes in Family Resource Center parent education curriculum to include primary prevention through nutrition and physical exercise.
- Increased awareness among staff members regarding the importance of nutrition and physical activity.
- Added Health and Safety Goal to Putnam's Strategic Plan.

Critical Resources Needed to Ensure Success with Policy Development:

- Input from Connecticut Association of Boards of Education (CABE) and board counsel.
- Support of administration.
- Staff cooperation.

Characteristics Important to an Effective, Productive and Successful School Health Team:

- Education of committee members regarding policy issues, student health needs and current problems, solutions and resources.
- Committee members with enthusiasm, commitment and broad representation.

Activities Conducted as a Result of Work on the School Nutrition Policies Project:

- Conducted Family Fun Day with nutrition/activity theme.
- Conducted taste testing of new and healthy foods in the cafeteria.
- Provided open house reception with new menu samples and healthy snack handouts.
- Worked on revising physical education curriculum and health curriculum.
- Conducted Putnam Kids Get Healthy Day.
- Formed a partnership with United Natural Foods, Inc. and school food service for healthier food options.
- Presented plan to PTO and the school staff.

Strategies for Promoting Adoption and Districtwide Support of the Policies:

- Communication to staff members, students, parents and board of education via e-mail, website and local radio station.

Strategies for District Implementation of the Policies:

- Implementation has already begun for many of the policy components. After the board has adopted the policies, the district will continue to communicate with school staff members regarding specific implementation strategies and resources.

Methods for Evaluating Success of District Implementation of the Policies:

- Specific evaluation methods will be determined when the policies have been adopted by the board of education.

PUTNAM PUBLIC SCHOOLS

Recommendations for Success with the Policy Development Process:

- Keep goals simple and attainable.
- Solicit support of administrators.
- Involve someone with policy development experience early on in the process.
- Start with those things that can change without much approval or disruption; for example, menu changes that include fresh fruit, dark greens, whole grains and low-fat milk.
- Educate staff members and parents, expand awareness and provide for ongoing evaluation.
- Celebrate each success and communicate successes to the school community.

PUTNAM PUBLIC SCHOOLS

Policies

The Putnam policies are not available, as they are currently in the process of being revised. The policies will be available after they have been adopted by the Board of Education during the 2005-2006 school year.